



**AIR FORCE RECRUITING INFORMATION SUPPORT SYSTEM
(AFRISS) FUNCTIONALITY RELEASE NOTICE**

**NCS
(National Call to Service)**

**BY
HQ AFRS/RSID**

30 Sept 2003

Recruiter Activity

Purpose: The principle purpose is to document the understanding of members about their enlistment under the National Call to Service program and document a member's incentive election under this program.

Note: Members are enlisted under the NPS program.

Select Individual Lead

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.
2. Then click <**Work Leads/Applicants currently in system**> to display the *Select Lead/Applicant Screen*.
3. Select “NPS” as the program and “Priority 1” as the filter. List of “NPS” applicants is generated.

Last	First	Age	Sub-Program
Jones	Michael	19	NPS
Floumalaki	Ed	18	NPS
Cass	Eric	18	NPS
Stroz	Ryan	19	NPS
Fisinger	Jared	17	NPS

Lead Source: Direct Mail - Postal Response - Priority 1

Remarks:

- 24 Mar 2003 21:52 Follow-Up - Not Contacted By Phone
- 24 Mar 2003 21:51 SSgt James Lucas - MIKE WAS NOT AT HOME WHEN I CALLED THIS AFTERNOON. CALL BACK TOMORROW IMMEDIATELY AFTER SCHOOL.
- 11 May 2002 10:45
- 11 May 2002 10:43

Next Follow-up Date: 25 Mar 2003 22:51

Projected EAD:

Actual EAD:

Date Enter AFRISS: 21 Jan 2002

Last Date Accepted: 24 Mar 2003

Enter the last name in uppercase letters, e.g. Smith. Record: 1/1. (Warning: Apple Window)

Figure 1- 1, NPS Applicant Select Screen

4. Select the applicant being processed under the program, and click on the “Print” menu item at top of form, and select “Forms” from the list of values that displays. The “Forms” printing screen displays.

Note: Applicant information must be complete. Example: missing SSAN will not print the form in it's entirety.

The screenshot shows a software window titled "Forms" with a menu bar (Action, Printing..., Law Fa Sub, Help..., Print, Help). Below the menu is an "Applicant" section with fields for Last Name (Jones), First Name (Michael), and SSAN. The main area is a grid of form categories: Air Force Forms, AETC Forms, DD Forms, and MISC Forms. In the DD Forms column, form 2863 is selected and highlighted. To the right of the grid are buttons for "PR", "NPS Case File", "Credit Check", and "Print". At the bottom right, there is a "Print Witness & Date" checkbox and a "Print" button.

Figure 1- 1, Forms Printing Screen

5. The NCS reports that the recruiter must complete are indicated in figure 1-2 above. These are Air Force Forms 3007 and 3008, as well as DD Form 2863.

6. Select DD Form 2863 and click the “Print” button to print the “National Call to Service (NCS) Election of Options” form. The form requires the signature of the applicant.

The screenshot shows a printed form titled "NATIONAL CALL TO SERVICE (NCS) ELECTION OF OPTIONS". Below the title is a "PRIVACY ACT STATEMENT" section with text regarding authority, purpose, routine use, and disclosure. The form is divided into two main sections: "1. ENLISTEE IDENTIFICATION DATA" and "2. SERVICE COMMITMENT". Section 1 contains fields for Name (Last, First, Middle), Social Security Number, Date of Enlistment (YYYYMMDD), and Service. Section 2 contains a statement of enlistment and a list of phases. The form is filled out with sample data for a recruit named Melissa Ann Hayes.

1. ENLISTEE IDENTIFICATION DATA	
a. NAME (Last, First, Middle) Hayes, Melissa, Ann	b. SOCIAL SECURITY NUMBER 413477908
c. DATE OF ENLISTMENT (YYYYMMDD) 20030701	d. SERVICE United States Air Force
2. SERVICE COMMITMENT	
I am enlisting in the United States <u>Air Force</u> (list branch of service) this date <u>20030701</u> under the provisions of the National Call to Service program. I understand that with this enlistment, I incur a total eight-year military service obligation (MSO). This MSO will normally consist of three phases: (1) Fifteen (15) months of active duty following completion of initial entry training (to include skill training); followed by (2) Reenlistment/extension on active duty of at least 24 months; or (3) Two (2) years of service in the Selected Reserve; followed by	

Figure 1- 2, NCS Form Print

6. Return to the Forms printing screen and select AF Form 3007 to print. This brings up the AF Form to the screen.

Figure 1- 3, AF Form 3007

Parts of the Screen and steps to follow:

AF 3007 Data block

- TOE – the form has been updated to indicate ‘NCS’, 4 and 6 years. ‘NCS’ replaces the 2-year indicator.
Note: Each available TOE selection will indicate the differing requirements in the process. For example see figures 1-4 and 1-5 below. The examples are for the same applicant under the “NCS” (figure 1-4) and “6” (figure 1-5).

Figure 1- 4, NCS TOE

AF Form 3007

Action: Back, Progress, Cancel, Save, Management, Print, Help

Applicant:

Last: Holderness First: Darryl SSAN: 456559937

AF 3007 Data:

Annex: A AFSC: 1A011, In-Flight Refueling Helper

Grade: E2 TOE: NCS Additional Films: Security Forces EOD Film

Remarks: Select Statements to be printed on AF 3007 by clicking in appropriate boxes.

☒ Supersedes other contracts/Additional Remarks:

This form supersedes my AF Form 300 dated: ()

☒ AF 3008: AF Form 3008, paragraphs A and E, supplement this enlistment agreement. ()

☒ This job is contingent upon certification of the appropriate command surgeon general. ()

☐ I accept the terms of my enlistment agreement. () Date: 30 Sep 2003

☐ Signature _____ Date _____ ☒ Print/Witness and Date

* The AF Form 3007 remarks block is not large enough to fit all of the remarks above at the same time. If more room is needed, use AF Form 3008 remarks block for the additional remarks.

Figure 1- 5, 6 Year TOE

7. Print the report to hardcopy for applicant signature.

<p align="center">GUARANTEED TRAINING ENLISTMENT AGREEMENT NON-PRIOR SERVICE - UNITED STATES AIR FORCE <small>(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974 - USE BLANKET PAS - AF FORM 883)</small></p>		<p align="center">ANNEX <u>A</u> TO DD FORM 4 <small>(See Instructions on reverse)</small></p>
<p>SECTION 1 - TERMS OF ENLISTMENT AGREEMENT</p>		
<p>A. I am enlisting in the Regular Air Force in pay grade E-_____ for FOUR years of active duty. I have been counseled on my enlistment grade entitlement and have no claim to a higher grade. I understand my date of rank (DOR) is my date of Regular Air Force enlistment. I may not apply for retraining into another Air Force Specialty (AFS) until I have completed 35 months service. Additionally, I have been counseled on the six year enlistment program, any enlistment bonus programs available and decline the option or it is not available for my enlistment. ()</p>		
<p>B. I am enlisting in the Regular Air Force in pay grade E-_____ for SIX years of active duty. I have been counseled on my enlistment grade entitlement and have no claim to a higher grade. I understand my date of rank (DOR) is my date of Regular Air Force enlistment. I am enlisting in pay grade E-1 or E-2. I also understand I will be promoted to pay grade E-3 upon completion of Basic Military Training. I <u>LEAVE</u> UNDERSTAND THAT PRIOR TO EXTENDED ACTIVE DUTY MY TERM OF ENLISTMENT WILL BE REDUCED IF I AM RECLASSIFIED INTO ANOTHER AIR FORCE SPECIALTY (AFS) NOT DESIGNATED WITH A SIX-YEAR ENLISTMENT OPTION. Additionally, I understand that I may not apply for retraining into another AFS until I have completed 59 months of active duty service. ()</p>		
<p>C. I am guaranteed training and a first regular assignment in AFS _____ 1A011, In-Flight Refueling Helper. I understand "first regular duty assignment" refers to the first duty location after completion of technical training. I have read my computer reservation agreement printout or a description of the typical duties in the above AFS and I understand I can be assigned to any or all of the tasks within the AFS. I further understand the intent of the Air Force is to retain me in my guaranteed AFS for my complete enlistment but the Air Force needs come first. In the event of mission changes, Air Force-wide conversion in my AFS, my disqualification from my AFS at any time, or other Air Force requirements, the Air Force cannot guarantee tenure in my specialty. Additionally, I understand:</p> <ol style="list-style-type: none"> 1. I will receive additional screening: medical, moral, background, etc., during and after BMT which may affect my qualifications for the Air Force and my guaranteed specialty. Also, if the above AFS requires a flying physical my enlistment is contingent upon certification by the Air Education and Training Command. 2. If I am disqualified from training to the apprentice skill level through no fault of my own and for reasons OTHER THAN ACADEMIC DEFICIENCY, I may be involuntarily discharged from the Air Force. If the Air Force does not discharge me, I may choose to (a) complete my enlistment in another available AFS based on the needs of the Air Force that I am qualified for and agree to accept, or (b) request separation from the Air Force. 3. If I fail to complete training because of ACADEMIC DEFICIENCY, MISCONDUCT, DISQUALIFICATIONS I HAVE CONCEALED, OR OTHER ACTIONS FOR WHICH I AM RESPONSIBLE, I will have voided this enlistment agreement as it pertains to my AFS guarantee and I may be involuntarily discharged or reclassified into another AFS based on the needs of the Air Force, although my background and preferences will be considered. 4. If prior to award of the apprentice skill level in my guaranteed AFS I discover any failure by the Air Force to honor its agreement concerning my guaranteed specialty, I must notify my squadron commander in writing within 30 days of discovery or I waive the option to choose another specialty or request separation under this agreement. 5. My failure to maintain Air Force standards, or to perform assigned duties (including, but not limited to; security, firing of weapons, or operations) may result in my involuntary discharge or other appropriate actions. I also understand I may be required to bear arms and fire weapons, regardless of the AFS I am performing. () 		
<p>D. APPLICANT INFORMATION. I have read the Applicant Information Pamphlet and G.I. Bill handout. I understand leave is granted during training status only for emergencies. If I am a non-US citizen I must attain US citizenship to be eligible for reenlistment in the Air Force. I understand I cannot apply for any</p>		

Figure 1- 6, NCS – TOE – AF Form 3007

8. Return to the Forms printing screen and select AF Form 3008 to print. This brings up the AF Form to the screen.

AF Form 3000

Action Background Processes Go To Date Management System Exit Help

Applicant

Last: Holderness First: Darryl SSAN: 45655993

AF 3000 Data

Remarks: Select Statements to be printed on AF 3000 by clicking in appropriate boxes.

Annex ☐ AFSC:

Grade: ☐ TOE:

☐ College Loan Repayment Program

☐ Bonus: \$

☐ Assignment Location:

☐ Buddy Flight:

☐ Supersedes:

☐ I accept the terms of my enlistment agreement. () Date:

☐ Signature: Date:

☒ Print Witness and Date

Figure 1- 7, AF Form 3008

Parts of the Screen and steps to follow:

AF 3008 Data block

- TOE – the form has been updated to indicate ‘NCS’, 4 and 6 years. ‘NCS’ replaces the 2-year indicator. The default value is “4”.
Note: Each available TOE selection requires that statements to be printed on AF Form 3008 be selected by clicking in the appropriate check box. Once all data has been provided, click on the “Print AF Form 3008” button for the printing of the form. Print a hardcopy for applicant signatures.

SUPPLEMENT TO ENLISTMENT AGREEMENT - UNITED STATES AIR FORCE <small>(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974 - USE BLANKET PAS - AF FORM 883)</small>	ANNEX <u>A</u> TO DD FORM 4 <small>(See Instructions on reverse)</small>
I. ADDITIONAL TERMS OF ENLISTMENT AGREEMENT	
<p>A. INITIAL ENLISTMENT BONUS OPTION. I understand that upon completion of technical training and award of the three skill level in my guaranteed Air Force Specialty _____ I will be authorized payment of an initial enlistment bonus in the amount of \$ _____ payable not earlier than one month after arrival at my first permanent duty station. I further understand, as defined by the DOD Military Pay and Allowance Entitlements Manual, that should I voluntarily or involuntarily not complete the term of obligated service for which the bonus is paid, or should I not maintain qualification in the bonus AFS, I may be required to repay the unearned portion of the bonus. In the event any administrative action is initiated by me or the Air Force that could result in the need to recoup bonus payments, I consent to the withholding of a portion of my current pay in anticipation of that indebtedness. Such held pay shall be paid to me if it is later determined that recoupment is not required. ()</p>	
<p>B. 1C231 or 1T231 ENLISTMENT OPTION. I understand that I am enlisting with the guaranteed AFS _____. I further understand that, although I have already been administered the Physical Abilities and Stamina Test (PAST) locally, I will be readministered the test in Basic Military Training. Failure to requalify on the PAST will result in loss of my guaranteed AFS through my own fault. I realize that I am a volunteer for Flight Duty, Parachute Duty and Diving Duty. I understand any action, to include self-initiated elimination, which results in my elimination from training may result in discharge from the Air Force. I waive any entitlement I have to remain in the Air Force and be reclassified. I may be retained and reclassified in the Air Force based on mission requirements and the needs of the Air Force. I further understand that I am guaranteed promotion to SrA (E-4) once I have been awarded the three skill level in my AFS and have completed 24 months time in service. ()</p>	
<p>C. BUDDY SYSTEM. (Note: All individuals must be of the same sex) I am enlisting with (enter name(s)) _____</p>	
<p>D. GUARANTEED ASSIGNMENT. My assignment after training will be to _____ for a minimum of twelve (12) months, providing I continue to meet Air Force standards and remain qualified in my enlisting skill. This option may be voided by a national emergency or by mission changes affecting requirements for my enlisting skill at my base or country of choice. ()</p>	
<p>E. REMARKS. 1A011 AFSC was reserved on _____ (date) to EAD on _____ (date). I am enlisting in the Regular Air Force in pay grade E-2 for fifteen (15) months of active duty following completion of initial entry training (to include skill training). I have been counseled on my enlistment grade entitlement and have no claim to a higher grade. I understand my date of rank (DOR) is my date of Regular Air Force enlistment. () College Loan Repayment Program (CLRP). I understand that under the CLRP the government will repay a designated portion of any loan I incurred that was made, insured or guaranteed, under Part B of the Higher Education Act of 1975 (guaranteed Student Loan) or any loan under Part E of such act (National Direct Student Loan) after 1 October 1975 and before I enlist into the Air Force. Enlistment for the CLRP ensures me, provided I meet and maintain the prescribed prerequisites, that the portion or amount of loan (maximum of \$10,000.) may be repaid. Repayment will be made only after completion of the Initial Active Duty commitment (Training + 15 months). I fully understand that I must secure a military deferment or maintain my account in good standing until such time as repayment is started. I understand that repayment amounts paid by the government are subject to Federal and State income taxes as taxable income. Except as specifically provided for in implementing regulations, failure to complete the 8-year Military Service Obligation (MSO) will result in discontinuation of any unpaid incentive and/or recoupment of a previously paid incentive. () This form supersedes my AF Form 300 dated . () I accept the terms of my enlistment agreement. ()</p>	

Figure 1- 8, NCS – TOE – AF Form 3008